


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Julie Annette Jones
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Examination Personnel

FROM: Lauren Aceves 
Human Resource Officer, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Residence Hall Attendant

DATE: October 15, 2020

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Residence Hall Attendant

<u>Code No.</u>	<u>Class Title</u>	<u>Action</u>	<u>Revised/New Class Title</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Comp.</u>	<u>Eff. Date</u>
0560	Residence Hall Attendant	REVISE	Residence Hall Attendant	207	13 / Protective Services	069 / Safety and Security Services	KT	10/15/2020
3807	Supervisor of Residence Hall Attendants	NONE	Supervisor of Residence Hall Attendants	207	13 / Protective Services	069 / Safety and Security Services	CA	12/1/2019
3806	Coordinator of Residence Hall Attendant Program	NONE	Coordinator of Residence Hall Attendant Program	207	13 / Protective Services	069 / Safety and Security Services	CA	12/1/2019

Classes are currently used by: CSU, NIU

Voiding/Deleting Registers

The employment registers for the **Residence Hall Attendant** classification should be voided at the close of business on Wednesday, October 14th, 2020. All testing materials related to this classification should be destroyed.

*The employment registers for the **Supervisor of Residence Hall Attendants and Coordinator of Residence Hall Attendant Program** ***will remain active and should not be voided*** as the examining instrument has not changed.

Class Specification and Examination Components/Instruments

The revised class specification and corresponding examining instruments for the **Residence Hall Attendant** classification will be effective (available per E-Test) on Thursday, October 15th, 2020. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should adjust or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Lauren Aceves at (217) 278-3155 or at laurena@sucss.illinois.gov.